Promotion

Introduction

In EHRP, the first step in processing a promotion is to enter the personnel action (NOA 702-0) into the **Data Control** page of the **HR Processing** page group. Next, the user will modify the applicable Job, Position, Compensation, and Employment pages to reflect the employee's career advancement.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Navigational Path

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

Or

Access the item using the Worklist.

Navigational Tips

- The icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Position Number

Before beginning to process a promotion, sure to make note of the position number to which the employee will be assigned.

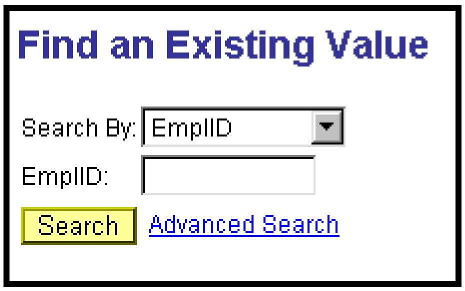
Procedure

The following steps detail the procedure for processing a promotion.

1 Follow the navigational path:

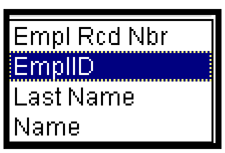
Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

The **Find an Existing Value** page appears.



2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

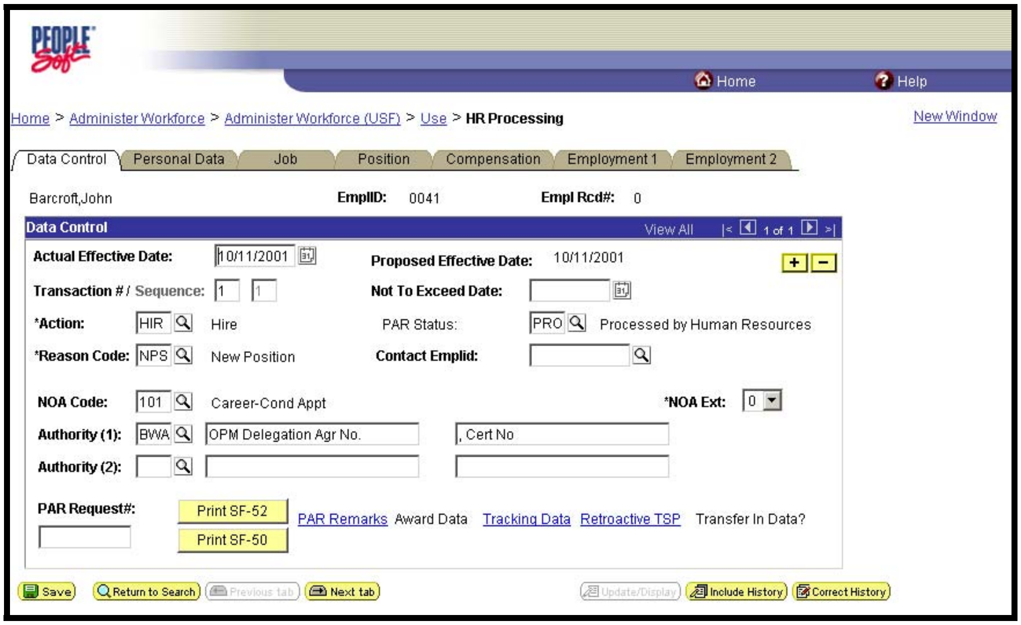


3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click .

5 Select the correct employee.

The following **Data Control** page appears:



*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

6 Click the + in the **Data Control** box to insert another row into the employee's record.

7 In the **Actual Effective Date** field, enter the effective date of the promotion.

8 Enter "PRO" (Promotion) in the **Action Code** field.

9 Enter the applicable **Reason Code.**

10 Enter "702" (Promotion) in the **NOA Code field.**

11 Enter the appropriate **NOA Ext.**

12 Enter **Authority (1).**

13 If applicable, enter the **Authority (2).**

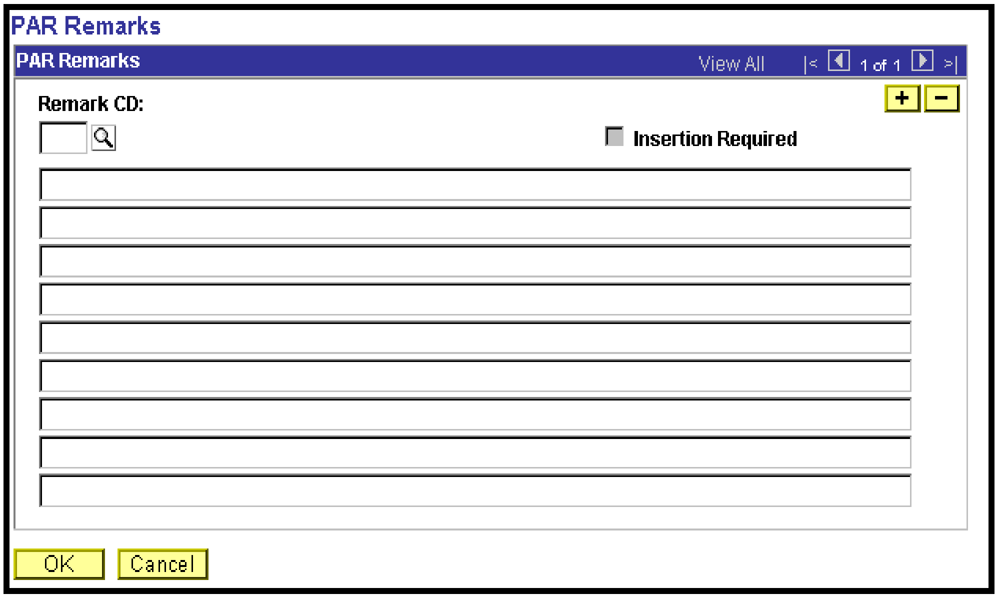
14 In the **PAR Request #** field, enter the applicable PAR Request number.

15 In the **PAR Request #** field, enter the applicable PAR Request number.

NOTE: This field is not required but can be used for PAR request tracking purposes.

16 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

NOTE: To add additional remarks, use the [+] to insert a row.

NOTE: If the ***Remark CD*** *contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

NOTE: To enter a freeform remark, enter "ZZZ" in the ***Remark CD*** *field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.*

Mandatory Remarks

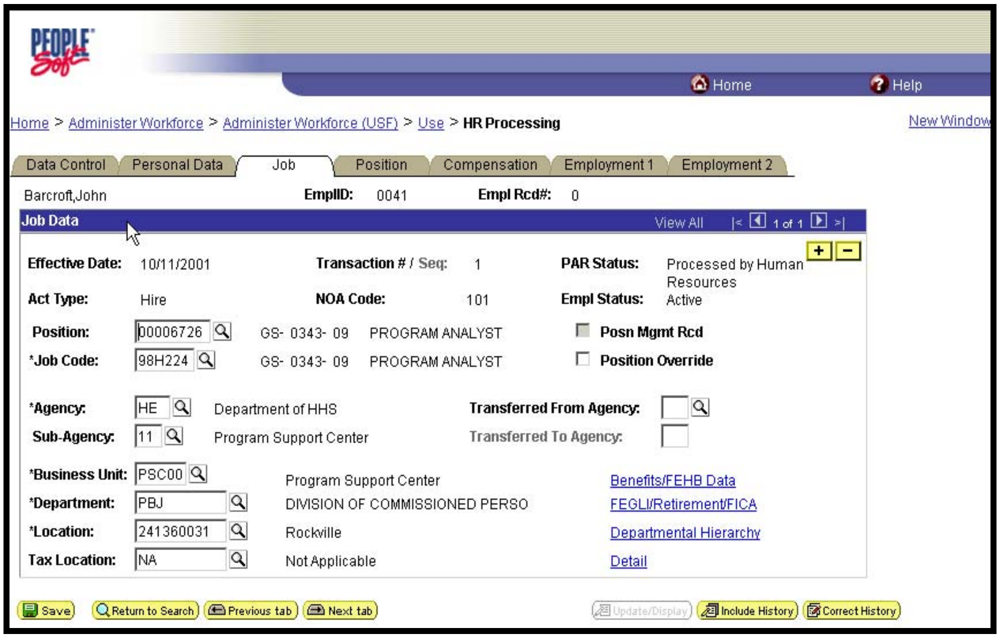
The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd)

17 When you are finished entering your PAR Remarks, click OK to return to the **Data Control** page.

18 Click on the **Job** tab.

The following **Job** page appears:



19 Enter the **Position** number.

*NOTE: The following fields on this page will populate based upon the **Position** that you have entered:*

- ***Job Code***
- ***Agency***
- ***Sub-Agency***
- ***Business Unit***
- ***Department** (used to be the "Admin Code")*
- ***Location** (used to be the "GeoLoc Code")*
- ***Tax Location***

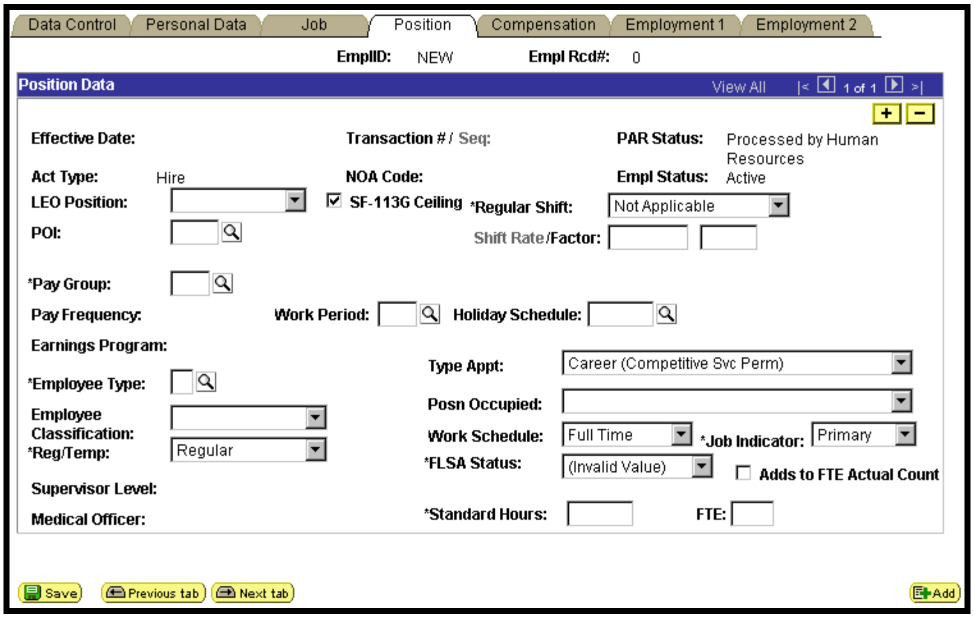
Position Override

The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.

Procedure (cont'd)

20 Click the **Position** tab.

The following **Position** page appears:



NOTE: The following fields will populate based on the new position selected:

- ***LEO Position***
- ***Regular Shift***
- ***POI***
- ***Pay Group***
- ***Work Period***
- ***Reg/Temp***
- ***Posn Occupied***
- ***Work Schedule***
- ***FLSA Status***
- ***Supervisor Level***
- ***Medical Officer***
- ***Standard Hours*** *(Also known as Base Hours. Be sure this value is per week)*

21 If applicable, click the **SF-113G Ceiling** checkbox.

22 Select the **Employee Classification** from the dropdown menu.

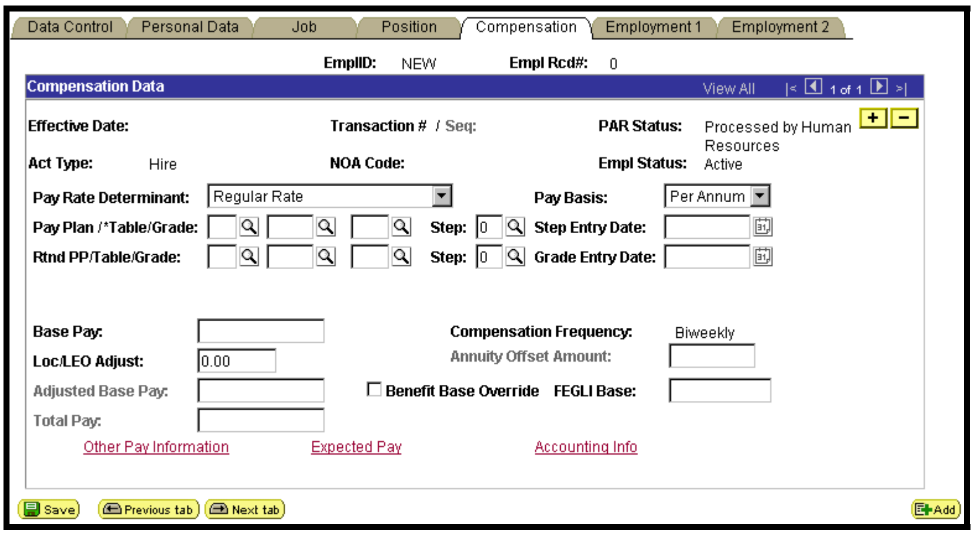
NOTE: This field is only used for Indian Preferance.

23 Select the **Type Appt** from the dropdown menu.

24 Select the **Job Indicator** from the dropdown menu.

25 Click on the **Compensation** tab.

The following **Compensation** page appears:



NOTE: The following fields default based upon the new position selected:

- ***Pay Basis***
- ***Pay Plan***
- ***Table***
- ***Grade***

26 Select the **Pay Rate Determinant** from the dropdown menu.

27 Enter the **Step.**

*NOTE: For those employees that do not have a step, "0" should be entered in the **Step** field.*

NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- ***Step Entry Date***
- ***Base Pay***
- ***Loc/LEO Adjust***
- ***Total Pay***
- ***FEGLI Base***

28 If the employee is an annuitant, enter the **Annuity Offset Amount.** This amount should be entered based on the employee's compensation frequency. If the employee's compensation frequency is annual, the annuity offset amount should be an annual amount.

Pay Impacts

The annuity offset amount must be entered correctly in order to avoid significant payroll issues.

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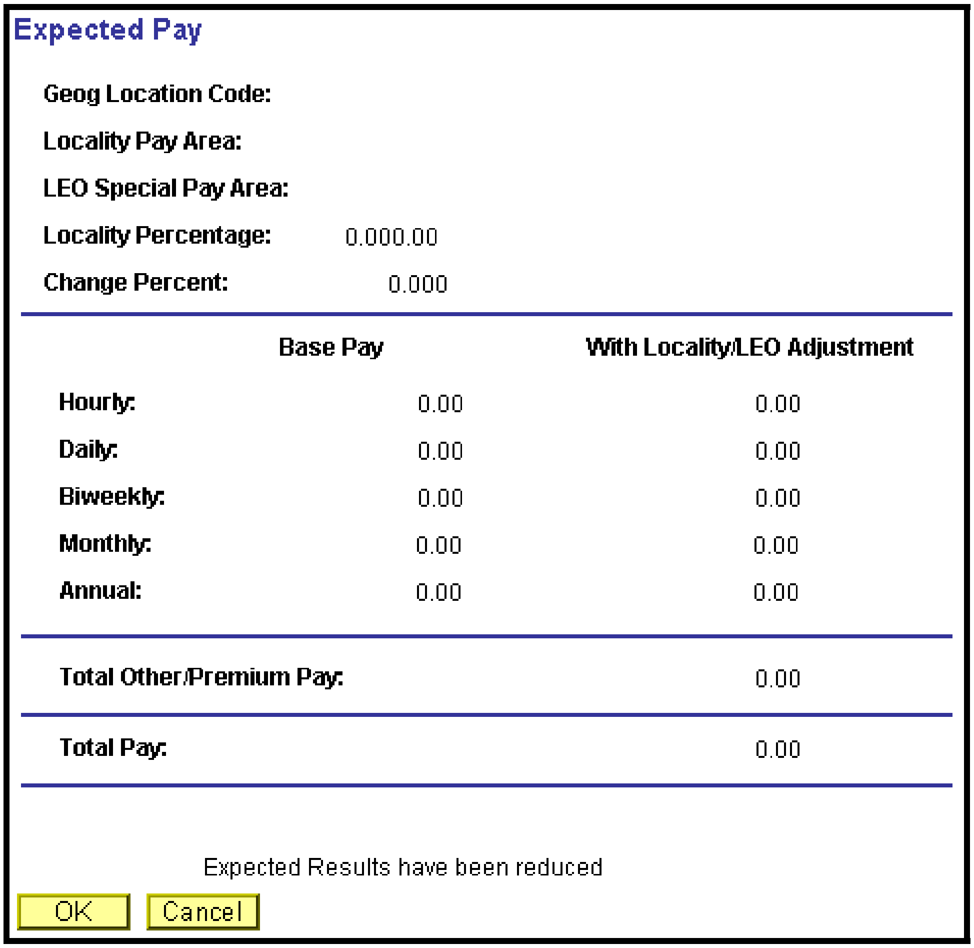
29 Click on the **Expected Pay** hyperlink to display payroll information.

The following sub-page appears:



Expected Pay

Geog Location Code:

Locality Pay Area:

LEO Special Pay Area:

Locality Percentage: 0.000.00

Change Percent: 0.000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00

Total Other/Premium Pay: 0.00

Total Pay: 0.00

Expected Results have been reduced

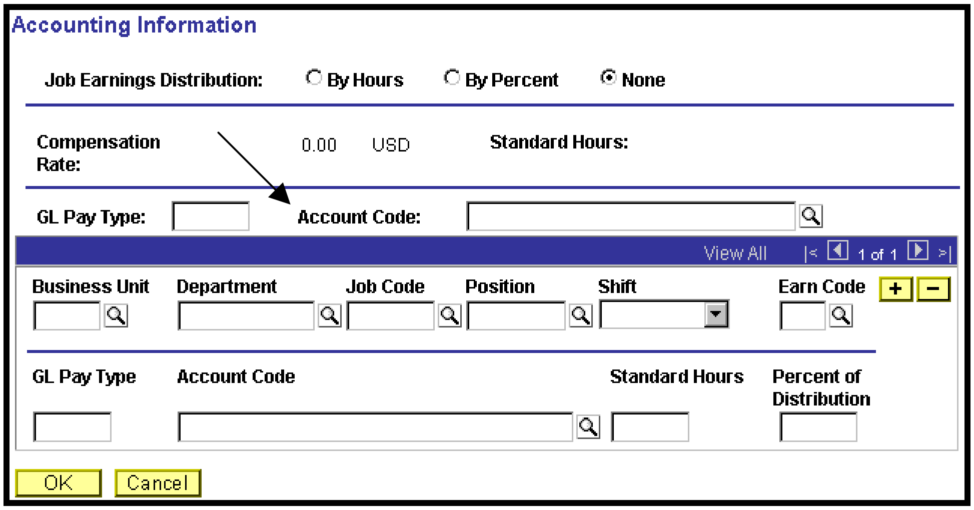
OK Cancel

30 Verify the read-only information.

31 Click OK to return to the **Compensation** page.

32 Click on the **Accounting Information** hyperlink.

The following sub-page appears:



33 Enter or modify the CAN in the **Account Code** noted by the arrow.

Common Account Number

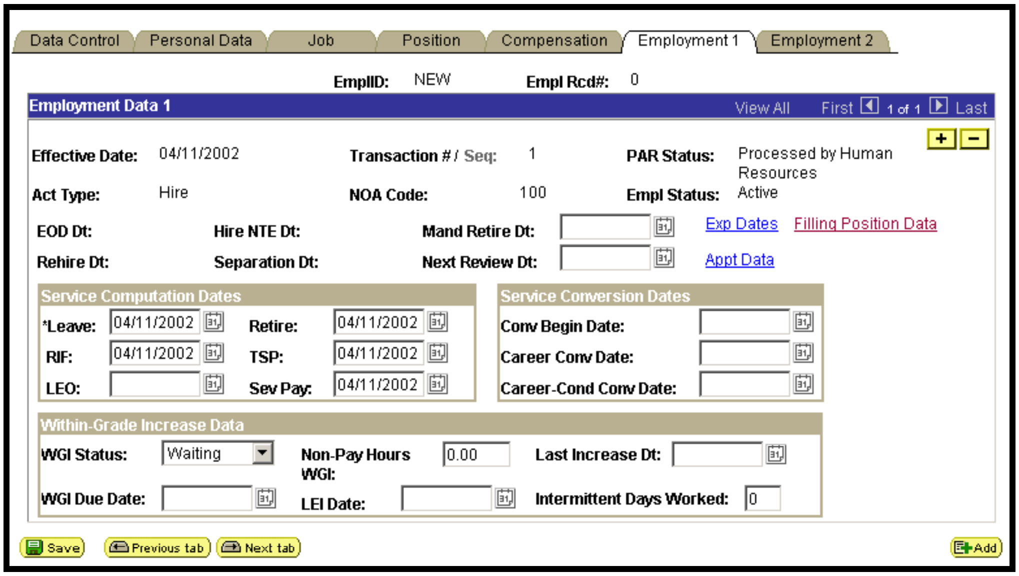
The Common Account Number (CAN) is a required field and must be entered to process the action.

Procedure (cont'd)

34 Click OK to return to the **Compensation** page.

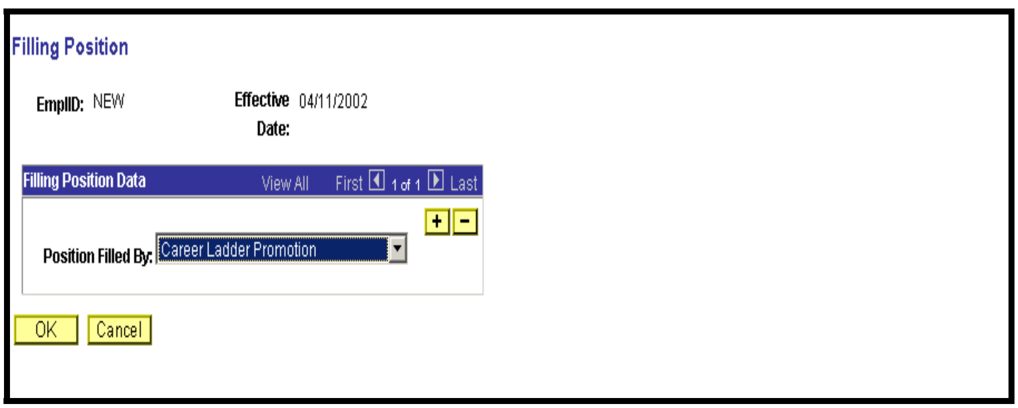
35 Click on the **Employment 1** tab.

The following page appears:



36 Click the **Filling Position Data** hyperlink.

The following sub page appears:



37 From the dropdown menu, select the correct method by which the position has been filled.

38 Click OK to return to the **Employment 1** page.

39 Click the **Appt Data** hyperlink.

40 If applicable, modify the **Service Computation Dates.**

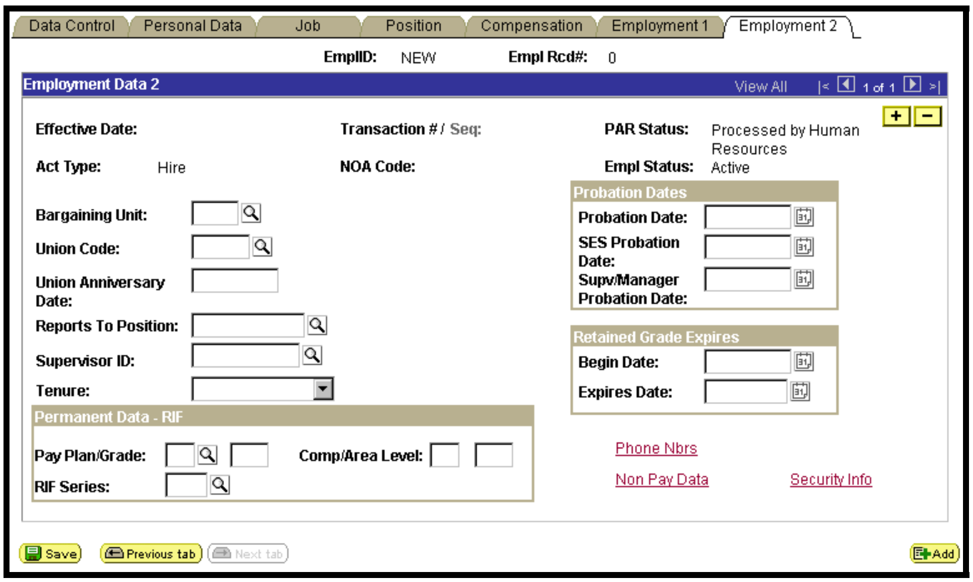
41 If applicable, modify the **Service Conversion Dates**.

42 If applicable, modify the **Within Grade Increase Data**.

43 If applicable, modify **LEI (Last Equivalent Increase) date.**
*Note: **LEI date** is the begin date for time counting towards the within grade increase. The system will calucate the WGI due date based on Hire date or the LEI date entered. If no LEI date is entered , then the system will calculate the WGI based on the Hire or EOD date.*

44 Click on the **Employment 2** tab.

The following page appears:



NOTE: The following fields default based on the position selected:

- ***Bargaining Unit***
- ***Reports To Position***

45 Enter the employee's **Union Code,** if applicable.

46 Confirm or enter the appropriate **Reports To Position** for the employee.

47 In the **Tenure** field, select the appropriate type of tenure.

48 As applicable, enter the employee's compensation level in the **Comp Level** field.

NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll

NOTE: Users should no longer enter any data related to the Comp Area Field. The entire Compl Level code should be entered into the Comp Level field only.

49 In the **Probation Date**, enter the completion date for the employee's probation, if applicable.

NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.

50 As applicable, enter the employee security information in the **Security Info** hyperlink.

51 Change the **PAR Status** according to your role.

52 Click 

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